

BOARD POLICY

Descriptive Code: BBABC

DUTIES OF THE BOARD SECRETARY

Date: August 10, 1999

The Superintendent of the Columbia County School System shall act as secretary of the County Board, ex-officio. It shall be the duty of the Superintendent as secretary to be present at the meetings of the Board, to keep the minutes of its meetings and to make a permanent record of them, and to do any other clerical work the Board may direct the secretary to do. The Superintendent shall record in a book, to be provided for this purpose, all official proceedings of the Board, which shall be a public record open to the inspection of any person interested therein; and all such proceedings, when so recorded, shall be signed by the chairperson and counter-signed by the secretary.

PROCEDURE: NO

ADOPTED: 01/01/76

REVISED: 06/11/91, 10/01/97

Columbia County Board of Education